

# MULTICULTURAL ASSISTANCE GRANTS

This program provides grants for arts projects to non-profit organizations that serve primarily, or are composed of, people of color. People of color are defined as Asian, African-American, Latino, or Native American persons. Examples of eligible projects include:

- Professional development for your organization's key staff or volunteers.
- Designing and development of marketing tools for touring.
- Creating sets, costumes, or props for touring.
- Offering performances or arts education programs for the public.

## Eligibility

Nebraska arts organizations or non-arts community and volunteer organizations that serve primarily, or are composed of, people of color. These groups must be incorporated as nonprofit organizations in Nebraska and must have Federal tax-exempt status.

Organizations must meet multicultural eligibility requirements listed on page 3. Organizations may submit no more than two applications per fiscal year.

Organizations that have not applied for NAC funding since 1998, or that have never applied for NAC funding must notify the NAC's Multicultural Arts Coordinator of their intent to apply.

## Grant amounts

\$100 - \$2,000

## Deadline

Grants must be postmarked a minimum of **six weeks** prior to the **project start date**. The **start date** is the date entered on line 6 of the *Grant Application Cover Page*. Projects must take place between July 1, 2003 and June 30, 2004.

These are postmark deadlines. Applications must be postmarked (not metered) on deadline date or delivered to the NAC office no later than 5 p.m. Faxed applications will not be accepted.



## Grant review procedure

- NAC staff reviews the application to ensure all materials have been submitted and the budget balances. The staff prepares a preliminary review that assesses how well the application meets the criteria set forth for this program. Applicants are given five days to submit corrected or additional information.
- The application is forwarded to an outside reviewer who provides an in-depth review and recommends a funding amount. Outside reviewers are selected from individuals who are familiar with NAC grants and with Nebraska's communities of color.
- When the application is returned to the NAC, the executive director reviews it for final approval.
- Applicants receive an award packet that contains a contract that must be signed and notarized, and returned to the NAC before payment can be issued.
- The NAC will issue payment approximately 7-10 days after receipt of the contract. A Project Evaluation and Final Report is required to complete the grant. Failure to submit this report may jeopardize future applications to the NAC.

## Multicultural Assistance Review Criteria

Applications are reviewed according to the following criteria and those listed on page 4 of the Grant Book:

- The application is complete.
- The budget is appropriate for the project.
- The project will further the arts mission of the organization.
- The project or activity is appropriate to the organization.
- The consultant, artists, key personnel, and/or proposed program are qualified to meet the organization's needs.
- The project is carefully planned.
- The applicant organization meets the eligibility requirements for this category.

## Application Procedure

**ASSEMBLING THE APPLICATION: Collate and submit three sets of all materials in the order given below. The set with original signatures on the Cover Page should be on top. Do not staple these sets or place them in covers; use a clip or rubber band to bind them. Clearly label slides, tapes, etc. and place on top of the entire assembly. Package other applications or final reports separately.**

- ☐ Complete the Cover Page on page 15 and the Project Statistics on page 17. If the grantee is a first-time NAC applicant or a fiscal agent, complete page 16, as well.
- ☐ If this project involves an audience or public participation, complete the Accessibility Checklist on page 18.
- ☐ Answer the following questions on two pages or less of 8.5 x11 inch paper, one side only. Margins must be at least 1/2 inch, and typeface should be at least 10 point. Do not use cursive or italic fonts. Begin each response by repeating the corresponding letter and question. Your organization's name should be at the top of each page.
  - A.** What will the activity be? Include the purpose, location, dates and activities to take place.
  - B.** How will the activity further the celebration of diversity?
  - C.** How will this activity help the organization administer its arts programs, or effectively use artists of color?
  - D.** Who is involved in the activity?
  - E.** How will you measure the success of this project?
- ☐ Complete the Multicultural Assistance Grant Budget Summary on page 37, and attach budget itemization sheet(s).
- ☐ Compile the following required attachments in the order given:
  - ◇ Timeline of project activities. Include planning, marketing, and other key project dates.
  - ◇ Biographical information for the person who will administer the grant, and the person(s) who will attend the conference or workshop, if applicable.
  - ◇ Biographical information on the consultant being used, if applicable.
  - ◇ Brochure of the workshop, conference or seminar that gives the schedule, a description of events, and registration fees, if applicable.
  - ◇ Letters of support from participating artists, organizations and groups that are to receive funding through this proposal indicating the nature of participation in your project.
  - ◇ Mission statement, by-laws or goals and objectives that document the intent to serve persons of color (this can be in the form of a brochure or other printed information about the organization)
  - ◇ **Two** of the **three** items listed below (these must be submitted each time an eligible organization applies for a Multicultural Assistance grant):
    - board list that indicates more than 50% of board are persons of color
    - staff list that indicates more than 50% of staff are persons of color
    - data that indicates more than 50% of the organization's audience and participants are people of color

# MULTICULTURAL ASSISTANCE BUDGET

This is a budget summary. Attach a separate page itemizing all entries that require addition or subtraction to arrive at a total or subtotal. Round figures to the nearest dollar.

PROJECT CASH EXPENSES		Cash Total	In-Kind (donated value)	Source donated services & materials
1. Organizations Personnel (in-kind only)			\$	
2. Fees & Services				
	Artistic			
	Other: _____			
	<b>Line 2 Subtotal</b>	\$	\$	
3. Space & Equipment Rental		\$	\$	
4. Travel				
	Transportation			
	Food			
	Lodging			
	<b>Line 4 Subtotal</b>	\$	\$	
5. Marketing				
	Printing & Postage			
	Other: _____			
	<b>Line 5 Subtotal</b>	\$	\$	
6. Remaining Project Expenses		\$	\$	
	Please itemize on separate page			
7. <b>TOTAL CASH EXPENSES</b>		\$	\$	<b>Total In-Kind Match</b> (transfer to Line 16 below)

PROJECT CASH INCOME		Cash Total
8. Admission & Ticket Sales		\$
9. Workshop fees, product sales, etc.		\$
10. Private support		
	Foundations	
	Donations	
	<b>Line 10 Subtotal</b>	\$
11. Public Support		
	Federal	
(do not include this request)	State	

## Matching your NAC request

For more information on how to match your NAC request with either cash or in-kind donations, turn to pages 8-9

## \*NAC Request (Line 14)

An organization must have enough cash to match at least half of the dollars requested from the NAC. The remainder of the match may be cash or in-kind.

Large budget projects will have a number of income sources and the NAC request may be only a small portion of the total.

Local

**Line 11 subtotal**

\$

**12. Applicant Cash**

\$

**13. Total of all applicant cash income**

\$

**14. NAC REQUEST (UP TO \$2,000)**

\$

(line 7 “total cash expenses” minus line 13 = request)

**15. = TOTAL CASH INCOME**

\$

(cash income should equal line 7, “total cash expenses”)

+

\$

=

\$

**16. Total In-Kind Match**

**17. TOTAL PROJECT VALUE**

**Organizations of color**

That meeting eligibility standards set forth on page 3 may use in-kind donations instead of cash to meet their match requirement.